

# Notice of Delivery Delay

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay in the delivery of your order for the new [Product Name], originally scheduled for delivery on [Original Delivery Date].

Due to [brief explanation of the reason for the delay, e.g., supply chain issues, manufacturing delays], we regret to inform you that the new estimated delivery date is now [New Delivery Date].

We understand how important this product is to you, and we sincerely apologize for any inconvenience this may cause. We are working diligently to ensure that your order is fulfilled as quickly as possible.

As a token of our appreciation for your patience and understanding, we would like to offer you [mention any compensation or discount, if applicable].

Thank you for your understanding. If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]